



Goddard Photo Club Constitution

October 2019

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Article 1: Name

This organization shall be known as the Goddard Photo Club.

Article 2: Purpose and Policy

Section 1: Purpose

The purpose of this club is to promote interest and to develop skills in photography through cooperation, joint effort and good fellowship.

Section 2: Policy

1. It is the policy of this club to conduct its activities in such a manner as to stimulate the photographic interests of its members. It shall finance its own activities on an annual basis.
2. It is the policy of this club to responsibly operate and care for the facilities and equipment provided by the Goddard Employees Welfare Association (GEWA) and any other sources and to abide by the GEWA permit regulations.

Article 3: Membership

Club membership includes Goddard employees, on-site contractors, retirees, and their families. Others may join the club, provided they are U.S. citizens and able to obtain a temporary badge. Members not permanently badged at GSFC are non-voting and are not permitted to serve as a Club officer. Each member assumes their share of the financial and organizational responsibilities of the club.

Article 4: Organization and Administration

Section 1: Club Officers

There shall be a minimum of five club officers, as follows:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Webmaster

At least one office shall be held by a Goddard Civil Service Employee.

Officers shall serve for one calendar year, with elections taking place in October of each year.

Section 2: Executive Committee

Administration of the affairs of the club shall be performed by the Executive Committee, consisting of a minimum of the five officers listed above.

The responsibilities of the Executive Committee are:

1. The establishment of dues
2. Rules and policies of the club
3. Management of the funds and business affairs
4. Appointment of committees and assignment of their duties
5. Conducting the yearly general membership meeting.

The Executive Committee meets at least quarterly in January, April, July, and October on a date set by the President, and at other times at the call of the President.

The Executive Committee shall have authority to fill vacancies within its own ranks.

All official decisions involving expenditures greater than \$50 or important club business shall be decided with a quorum of the Executive Board.

Section 3: Duties of Officers

The duties of the officers shall be:

1. President –Presides at all meetings of the club and represent the club at meetings of the GEWA Club Council Committee.
2. Vice-President –Assumes the duties of the President during his or her absence, and acts as the meeting program chairman. Responsible for activities and programs of the club.
3. Secretary –Keeps the minutes of all meetings of the club. Maintains the Constitution and by-laws.
4. Treasurer – Serves as the custodian of all club funds and handles and records the details of all financial transactions. Maintains membership records. Prepares a complete report of the Club’s financial condition and the annual budget for approval at the general membership meeting each year.
5. Webmaster –Establishes and maintains the club web pages.

Article 5: General Membership Meeting

A general membership meeting of the club, for the election of officers, shall be held in October of each year. Other general membership meetings may be called by the President, at his or her discretion, and must be called when requested by a written petition bearing the signatures of ten members.

Article 6: Committees

The Executive Committee may appoint other committees, as required, and delegate to them such responsibilities and duties as may be deemed necessary and desirable.

Article 7: Compensation

No member of the Executive Committee or any other committee may receive compensation for their services as a member of such a committee.

Article 8: Amendments to Constitution

A General Membership Meeting may amend or alter this Constitution provided the proposed amendments have been submitted to the Executive Committee in writing one month prior to a membership meeting. Two weeks prior to the meeting, a copy of the amendment and the Executive Committee's recommendation shall be transmitted to all members. Approval of two-thirds of the members present at the meeting shall be required for consensus.

Article 9: By-Laws

By-laws may be adopted, amended, or repealed by the General Membership, provided the proposed amendments have been submitted to the Executive Committee in writing two weeks prior to the meeting and are approved by a majority of the members at the meeting.

Article 10: Financial Authority

Expenditure of Club funds in excess of \$50 shall require the signature of two Club Officers on a written good faith estimate of the expenditure. The Club fiscal year (for the purpose of dues) shall run from October 31 through October 30 of the following year.